



Esh Winning Primary School

Request for Leave of Absence

Parents/carers do not have a right to take their child out of school during term time.

Parents/carers wishing to apply for leave of absence for their child/ren during term time should complete the Parent section of this form, return to the School Office and consideration will be given by the headteacher.

PARENT SECTION (to be completed by a parent/carer)

Surname of child				First name		
Date of birth		Class				
Is there a sibling at Primary/Secondary School? Yes/No	If yes, please state the name of the school:					
Address of child						
Postcode				Telephone number		
Please state the exceptional circumstances relevant to your request						
Length of absence (school days)		From (date)		To (date)		
Parent's/Guardian's signature						

SCHOOL SECTION (to be completed by the school)

Would (s)he miss any national tests or examinations?	Yes / No
Is his/her attendance already below 95% or a previously agreed individual target? <i>(A request may be refused if attendance is below 96%)</i>	Yes / No
Is the proposed absence during the month of September? <i>(This is a crucial time for your child to settle into their new class)</i>	Yes / No
Would (s)he be absent for more than ten school days? <i>(If the request is or more than ten days, it may be refused)</i>	Yes / No
Has (s)he already had leave during term-time this school year? <i>(If so, please give dates and number of school days leave)</i>	Yes / No
Did (s)he have leave of absence during term-time in the previous school year?	Yes / No
Child's current attainment	

Leave of Absence in Term Time	(i) approved <input type="text"/> school days <input type="text"/> (ii) not approved <input type="text"/>	Date leave of absence was considered:
If not approved, reason for outcome.		
Headteacher's signature		